



STATE OF MONTANA DEPARTMENT OF REVENUE JOB PROFILE

Working Title

Cartographer

Job Code Title

Data Control Technician

Pay Band

04

Job Code Number

151914

Property Assessment Division

Regional Offices

Fair Labor Standards Act

Non-Exempt

The Montana Department of Revenue administers more than 30 state taxes and fees; establishes values for taxable property, including agricultural land, residential real estate, commercial real estate, forest land, business equipment, railroads and public utilities; supervises the operation of the state agency liquor stores and administers the laws governing the sale, taxation, and licensing of alcoholic beverages and tobacco products; returns unclaimed property to its rightful owners; and determines how state taxes and liquor and tobacco laws apply to Indian Tribes and tribal members in Indian Country.

The Property Assessment Division is responsible for administering Montana's property tax laws, including the valuation and assessment of real and personal property throughout the state for property tax purposes. The division is responsible for ensuring that all classes of property in the state are valued uniformly and equally throughout the state. The work of the division is critical to the operation of local governments, since the resulting valuation is used annually to fund important services provided by local government, including public schools, law enforcement, fire protection, road and bridge construction and maintenance, transportation, weed control, and public assistance. The functions of the division are performed by staff statewide in four regions with offices in each of the 56 counties and the Management Analysis Bureau and the Management, Analysis, and Support Office located in Helena.

Job Responsibilities

The Cartographer is responsible for constructing and maintaining the cadastral mapping system and associated ownership information, parcel identification, and related spatial data including the resolution of technical issues; providing technical GIS (Geographic Information System) and information technology support for the discovery, valuation, classification, and assessment of all real and personal property within a county or region; and performing related technical and administrative support work as required. This position reports to the Area Manager for the county in which the position is located.

- **Cadastral Map Development and Maintenance 60%**

1. Obtains information such as maps and charts from department, private, federal, state, and local government sources to maintain and update cadastral data. Reviews current data for accuracy. Conducts research to gather appropriate data. Updates data where applicable.
2. Participates as member of the cadastral team to share resources; maintain standards and consistency; and determine the future direction of Cadastral/GIS mapping data and applications for division use. Provides information regarding activities that have been successful and unsuccessful. Analyzes and prepares information for use in developing plans. Presents various data through maps, tables, charts, and related documents. Provides recommendations to more effectively utilize cadastral/GIS capabilities.

3. Researches, prepares, and constructs cadastral data to accurately reflect map parcels. Interprets and converts deed surveys, legal descriptions, titles, other property records, aerial photography, planimetric maps, orthophotographs, topographic maps, addition plats, highway and railroad maps, etc. Prepares scale section plats by corner recordations, platted or recorded section boundary descriptions, and reference to the General Land Office (GLO) and United States Geological Survey (USGS) surveys. Identifies, scales, and orients geodetic points, elevations, and other planimetric or topographic features. Drafts base maps using cartographic and drafting procedures.
 4. Researches and assigns geocode numbers provided by the department and local governments for parcel identification. Ensures the appropriate identification of properties by delineating parcel identifiers on a separate layer from the base plat information. Ensures the polygon or ownership representation represents the appropriate specific point on the earth to which the attribute data may be connected. Inputs parcel identification data to the GIS.
 5. Prepares and inputs information into the GIS. Performs duties and tasks associated with the maintenance and updating of the cadastral plats. Scans and digitizes map elements into the computer system; "warping" and "edgematching" the base plat within the GIS database to ensure proper alignment and accuracy within the mapping area. Interprets and converts deeds, surveys, legal descriptions, right-of-way maps, and other such data into GIS.
 6. Coordinates the interaction between the GIS system and state and county computer systems to ensure the proper GIS identification link for use in spatial analysis procedures.
 7. Sets up and maintains files or original data sources (maps, tabular data, disks and remote sending data and images) used for data input.
 8. In consultation with supervisor, provides execution of geographic graphic models for GIS analysis and computer production of cartographic products using GIS workstation, printer, and plotter.
- **Appraisal and Assessment Technical Support 30%**
 1. Performs title research tasks, abstract property ownerships, and identifies chain of title issues in disputed boundaries.
 2. Conducts ownership record and title examinations to provide correct ownership information and title evidence concerning land transactions.
 3. Interacts and communicates with realtors, title companies, attorneys, and surveyors to resolve problems with deeds.
 4. Updates and maintains base maps and ownership layers from documents such as certificates of survey, survey amendments to addition plats, ownership changes, and land splits.
 5. Serves as the primary point of contact for questions and complaints regarding mapping and ownership related problems.
 6. Corresponds in writing with taxpayers and other interests on various job related issues.
 7. Responsible for ensuring that accurate legal descriptions, ownerships, and correct land areas are entered on all hard copy and automated property records.
 8. Generates maps using the department's automated property valuation system (ORION) and GIS data for appeals, appraisal support, location issues, etc.
 - **Documentation and Administrative 5%**
 1. Develops documents and maps for use by appraisal staff, other governmental entities, and the public. Provides support as needed for appraisal appeals.
 2. Responsible for the inventory and control of all supplies and equipment. Some materials may require special handling, storage or disposal, i.e. light sensitive paper and ammonia solution used in blue line copier.
 3. Field checks the accuracy of mapping formation.
 4. Types a variety of correspondence, memos, and reports.
 5. Develops, organizes, and maintains the mapping functions within the county and region.
 6. Establishes guidelines for resolving mapping problems.

- **Other Duties 5%**

1. Performs a variety of other technical and administrative functions in support of the division.
2. Coordinates and participates in special projects and events.
3. Attends training and continuing education as required.

Job Requirements

To perform successfully as a cartographer the incumbent must be self-motivated; possess a strong work ethic; maintain a positive attitude; and enjoy working with, and for, the public. It is essential that incumbent has deductive and inductive reasoning abilities to solve complex problems. Skills in analyzing technical and legal documents; researching and synthesizing data from multiple sources; resolving conflict situations with taxpayers and others; multi-tasking; paying attention to details and accuracy; managing multiple priorities under tight deadlines; providing timely and effective written, verbal, and interpersonal communication; customer service; following written and oral directions and instructions; and word processing, spreadsheet and database applications are required. Incumbent is required to resolve problems and accept responsibility for decisions. This position may work with confidential financial and tax information and is required to maintain the highest level of confidentiality regarding all information acquired or used in performing this job.

This position requires knowledge of deeds and legal descriptions; the cartographic process; cadastral mapping; GIS software and related data file formats; right-of-way information; data sources such as aerial maps, the Government Land Office (GLO), the Bureau of Land Management (BLM), the U.S. Public Land Survey System, and private surveys; algebra, geometry and trigonometry; and the application of federal and state statutes, administrative rules, policies, and procedures.

- The minimum level of education and job-related work experience needed as a new employee **on the first day** of work is one year of post-secondary education or vocational training in cartography, drafting, GIS, or closely related field and two years of job-related experience.
 - Work experience should include cartography.
 - Other combinations of education and experience will be evaluated on an individual basis.

Department Core Values

- **Respect:** As a representative of the people of Montana, proceeds with the highest level of respect for the dignity of every person contacted through work. Without exception, all people are treated as equally as possible. The employee is a faithful steward of the resources provided to this agency by the citizens of Montana.
- **Integrity:** Conducts work honestly and makes decisions that establish a clear record that the department serves the public with integrity. Apologizes for mistakes and gives credit to others for their cooperation, work, and ideas in achieving positive results. Accountable for their actions and holds others accountable for theirs. Decisions and judgments achieve equity and justice for all parties involved including citizens and co-workers.
- **Productivity:** Consistently strives to minimize the waste of the department's financial, facilities, and human resources. Diligently works to improve the productivity and effectiveness of the work unit. Welcomes and encourages new ideas on improving the results of the department from the public, other officials, colleagues, and supervisors. Approaches work in a manner that builds goodwill, trust, and cooperation internally with other staff and externally with the public.
- **Teamwork:** Maximizes cooperation and teamwork when working with other employees, divisions, and other state agencies. Willing to work with others for the opportunity to learn from their ideas, talents, and knowledge. Seeks to resolve conflicts with other employees and work units in an open and respectful manner that reinforces teamwork. Celebrates the successes of others.

Working Conditions

Must work under time constraints, be able to maintain numerous projects at one time, and determine priorities on a daily basis. At times, the incumbent will deal with angry, hostile, and difficult individuals to resolve concerns or to bring about compliance with regulations. This may cause stressful work conditions and a high degree of mental stress. As a Department of Revenue employee, the incumbent may come into contact with highly confidential financial and tax information and is required to maintain the highest level of confidentiality regarding all information acquired or used in performing this job. This position requires considerable computer and keyboard use. Work hours may exceed 40 hours per week from time to time. May involve minimal travel therefore a valid Montana driver's license is required. Lifting is infrequent, less than 15 pounds and includes carrying light items such as papers and books. This job requires regular attendance as scheduled by the supervisor. This job cannot be performed at an alternate work site.

Special requirements

- Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.
- Compliance with All Appropriate Montana Tax Laws: An employee's tax status must be current.

This job profile was produced by the Office of Human Resources in conjunction with the appropriate managers.

Division Administrator Review: The statements in this job profile are accurate and complete.

Signature: Cynthia Monteau Moore, Division Administrator Date: May 2011

Human Resource Director Review: The Office of Human Resources has reviewed this job profile.

Signature: JeanAnn Scheuer, Human Resources Director Date: May 2011

Employee: My signature below indicates I have read this job profile and discussed it with my supervisor.

Signature: _____ Date: _____

Name (print): _____